Bruhat Bengaluru
Mahanagara Palike

Bruhat Bengaluru Mahangara Palike

Office of the Deputy Chief Information Officer-IT

Tender Notification No: BBMP/2024-25/IND0112, Dated:27/02/2025

Tender Document for Procurement of Laptops for BBMP Welfare Department.

Office of the Deputy Chief Information Officer (IT)
BBMP Head Office, 2nd Floor, Annex Building-2
N.R Square, Bengaluru-560002
Ph: 9480688000, E-Mail: dcio-it@bbmp.gov.in

Bruhat Bengaluru Mahanagara Palike

IT Department

Office of the Deputy Chief Information Officer-IT, 2nd Floor, Annex Building-2 NR Square, BBMP, Bengaluru - 560002
Ph: 9480688000, E-Mail: dcio-it@bbmp.gov.in

BBMP/2024-25/IND0112 **Dated:27-02-2025**

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Ph: 9480688000, E-Mail: dcio-it@bbmp.gov.in

No. BBMP/DCIO-IT/PR/ /2024-25 **Dated: 27-02-2025.**

: TENDER NOTIFICATION :

The Deputy Chief Information Officer-IT, BBMP Department on behalf of Chief Commissioner, BBMP invites Proposals through Karnataka Public Procurement Portal from eligible companies for Procurement of Laptops for BBMP Welfare Department.

All interested bidders shall submit their Technical and Commercial bids electronically through Karnataka Public Procurement Portal (https://kppp.karnataka.gov.in).

The tender schedule is as mentioned below:

Tender Notification No	**BBMP/2024-25/IND0112**
Date from which Bid document is ready for download through Karnataka Public Procurement Portal of Government of Karnataka (https://kppp.karnataka.gov.in)	27-02-2025 onwards
Date of Pre-bid Meeting and venue	10-03-2025 at 15.00 Hrs Office of the Special Commissioner (Revenue and IT) BBMP Head Office premises, 1st Floor, N.R.Square, BENGALURU - 560 002.
Last date for seeking clarification if any through KPPP portal	07-03-2025 at 15.00 Hrs
Last date and time for uploading of tender in Karnataka Public Procurement Portal platform	28-03-2025 up to 17.00 Hrs
Date and time of opening of tenders: Technical Bid & Technical Evaluation	29-03-2025 at 17:10 Hrs
Date and time of opening of tenders: Commercial Bid of technically qualified bidders (If Possible)	01-04-2025 at 11.00 Hrs
Contact Person for queries	DCIO, BBMP IT Section, Telephone: 9480688000, E Mail: **dcio-it@bbmp.gov.in**

Place of Opening of Tenders and Address for communication	**Office of the Deputy Chief Information Officer-IT, 2nd Floor, Annex-2 Building, NR Square, BBMP, Bengaluru - 560002**
EMD Amount	Rs.20,00,000/- (Rupees Twenty Lakh Only.)

Note: Completed tender shall be uploaded through Karnataka Public Procurement Portal system only in the manner described under instructions to Tenderers of RFP Documents on or before the last date & time stipulated.

Deputy Chief Information Officer - IT
Bruhat Bengaluru Mahanagara Palike

Table 1: Other important information related to the tender.

Sl. No.	Item	Description
1	Bid Validity Period	90 days from the last date of submission of proposals.
2	Last date for furnishing performance security	Within 15 working days from the date of issue of Letter of Intent.
3	Performance security value (Performance Bank Guarantee)	5% of contract value.
4	Performance security validity period	6 months from the date of end of contract.
5	Deadline / last date for signing contract	Within 15 working days of notice of award.

Section – 1

Introduction

The BBMP Welfare Department requires Laptops for BBMP Welfare Department.

With the objective to Provide Laptops for BBMP Welfare Department. Hence, the IT Department invites proposals from eligible bidders for providing a **total of 3840 Nos.** as per specification mentioned in **Annexure-1,** this tender is processed following the KTPP Act and Rules through Karnataka Public Procurement Portal of Government of Karnataka (https://kppp.karnataka.gov.in).

Section-2

Scope of Work

1. **Technical Specification of the Laptops:**
   The specifications of these prescribed in **Annexure – 1.**

2. **Quantity Required:**
   Quantity required is **3840 Laptops** to be supplied to BBMP Welfare Department, as per **Annexure-1.**

3. **Variation in quantity:**
   The total number of Laptops required is 3840 No's provided the quantity at the time of issuing actual work order / later within one year.

4. **Warranty:**
   The laptops supplied shall have 3 years on-site warranty against all the hardware parts and software and against any manufacturing defects or inadequacy and anything arising therefrom. During the warranty and maintenance period, the bidder should conduct preventive maintenance once in a year besides attending calls.

5. **Scope of work:**
   The successful bidder must Supply, Install, Configure and Commission the Laptops as per specifications in **Annexure-1** with on-site comprehensive warranty for 3 (three) years including all the hardware parts and software with on-site support.

6. **Schedule of Supply of Products:**
   The laptops with the specification mentioned in **Annexure-1** shall be delivered to the BBMP Welfare Department and these to be installed within 30 **days** from the date of receipt of purchase order. The bidder is solely responsible if the laptops are damaged/not functioning before handing over to the respective Offices as per **Annexure–6** and must set right the issue if any.

   Any deviation in the specification of the Laptop supplied will not be accepted and the bidder shall confirm the supplied Laptops with **Specification in Annexure-1.**

Section-3

Pre-Qualification Criteria for Technical Bid

The bidder shall possess the following criteria as minimum qualification to be eligible: -

Sl. No	Eligibility Criteria	Documents to be submitted
1.	Bidder should furnish copy of the Registration document where the company is registered under Indian Companies Act 1956/ Partnership Act 1932 / Proprietorship Act.	A copy of "Certificate of Incorporation" of the company. A Copy of Partnership / Proprietorship Registration Certificate and Company PAN Card and GST details.
2.	Bidder shall be authorized dealer and shall submit Manufacturer Authorization Form (MAF) as per **Annexure-4** or if Bidder is OEM, declaration shall be furnished to that effect as per **Annexure-4**.	**Annexure-4**
3	The bidder/OEM should have ISO 9001, ISO 20000 and ISO 27000 certificates and in business for the last 3 years.	Copy of Valid Certificates to be enclosed.
4	Bidder should be registered under GST and should submit proof of filing GST returns for the past 12 tax periods.	Documentary evidence to be provided.
5	The bidder shall provide documentary proof of IT returns filed for previous three financial years. (Provisional Certificates will not be entertained)	IT Returns should be submitted (Certified by CA)
6	**Other than MSMEs –** The Average Annual financial turnover of the tenderer should be not less than Rupees Twenty Crore during the last three financial year. The CA certified turnover certificate with UDIN should be uploaded. **MSMEs –** The Average Annual financial turnover of the tenderer should be not less than Rs 10 Crores during the last three financial years. MSEs registration certificate should be uploaded.	**Annexure-3** Copy of the audited Balance Sheet and Profit and Loss statement of the company showing turnover of the company for last three years. (Certified by CA)

7	The bidder should have successfully executed Purchase Order for computers or laptops worth Rs **10.00 Crores (Rupees Ten Crore)** for Government Department in Karnataka or Central Government or Government owned PSU or any other agencies for IT hardware products / Laptop Supplies in any of the last 3 financial years. POs should be of Bidder Only	Customer PO copy and confirmation letter from the authority for having successfully executed the contract to be enclosed. (Also, Year-wise excel sheet of all the work orders should be uploaded)
8	Company Information shall be furnished as per Annexure-5. Bidder/OEM should have Corporate/Regional office with good service and technical support team in BBMP limits with authorized service centres with minimum of one service engineer in each of the service centres in the State of Karnataka.	**Annexure-5**
9	The bidder should not have been blacklisted by any organization in Karnataka for any reason whatsoever. **(Annexure-7)**	Self-Declaration Certificate should be enclosed on Rs.500 Stamp Paper duly Notarised at Annexure-7
10	The bidder would provide letter of compliance of the technical specification indicated in Annexure-1	**Annexure–1**
11.	Joint Ventures are NOT PERMITTED	

Section-4

Service Level Agreement and Penalty

1. Responsibilities of the Successful Bidder: -

a) The bidder should Supply or delivery to Laptops as per **Annexure-1** to BBMP Welfare Department shall within 30 days from the date of receipt of Purchase Order and within 45 days of the PO the installation shall be completed.

b) The bidder must provide details of service centres with Complaint Management System. It should have a full-fledged Service Desk which will be a Single Point of Contact (SPOC) for all the users within Bengaluru. The Service Desk should receive all Complaints via Phone/Mail and provide satisfactory resolution for the entire period of contract.

c) The Bidder should furnish its Complaints Escalation Matrix, clearly indicating all Resolution Levels from bottom to top, Contact Persons with Contact Numbers/ e-Mail IDs for each level.

d) Any manufacturing defects or technical issues to Laptops within the warranty period should be immediately repaired or replaced within 4 working days..

e) The time shall be the essence of this bid and contract and delay beyond the prescribed time-limit to supply the laptops shall be treated as the breach of the contract leading to cancellation of the contract.

f) Performance Bank Guarantee: -

The successful bidder, within 15 days from the date of issue of letter of intent, will submit Performance Bank Guarantee of 5% of the value of the LoI placed on the Bid Winner to BBMP IT Department valid for a period of 42 months.

g) **Contract Agreement**: -

The Successful Bidder must execute agreement in Bond paper (Value of Stamp Paper will be 0.01% of Value of Contract) within 20 days from the date of issuance of purchase order on behalf in the form approved by the BBMP IT Department/ Welfare Department.

h) **Information Sharing**: -

Item description, make, model, items serial numbers, Date of supply, Date of warranty, Escalation Matrix are to be affixed in a sticker on individual unit and consolidated data shall be furnished to the BBMP IT Department in excel sheet and also share the information through mail (dcio-it@bbmp.gov.in).

2. Penalty for delay in Supply and installation: -

For delay in supply and installations of laptops within 30 days from the date of receipt of purchase order, penalties as indicated below table would be applicable and the penalty amount will be deducted.

Sl. No	Penalty Period	Penalty Levied for The Delay
1	After completion of 30 days from the date of receipt of purchase order.	Penalty shall be Rs.100 per day per laptop for delay (Excluding Govt Holidays). Provided in case of delays beyond 30 days the contract is liable to be cancelled in case of sufficient reason is not accepted by the BBMP. Further, no delay beyond 60-days from the date of signing of the contract shall be permitted and the contract shall be liable to be cancelled.
2	After 45 days from the date of receipt of purchase order.	
3.	After 60 days from the date of receipt of purchase order.	

a) Any manufacturing defects or technical issues to Laptops within the warranty period should be immediately repaired or replaced within 4 working days or else Penalty of Rs.300/- per day per Unit will be deducted from the PBG.

b) Any outstanding Penalty amount due on the date of submission of Invoice of laptops will be straightaway deducted from the bill.

c) If there is no bill pending for payment, then the penalty amount will be encashed from PBG.

d) **Penalty Cap: -**

The total penalty amount should not exceed 10% of the total value of the Tender. If the penalty for non-installation of laptops not repairing within time reaches 90% of the value of the Performance Bank Guarantee, the Department may forfeit Bank Guarantee and Cancel purchase order. Anyone whose contract is cancelled for default or as per terms and conditions of this Tender, shall be barred from competing in the tenders of the BBMP for a period of two years.

3. Maintenance and service

i) Free service shall be provided by the supplier during the period of warranty. After warranty period, for next three years, annual maintenance and repairs of the entire system including supply of spares etc. will be done by the Supplier. The annual maintenance and repair cost (after warranty period) shall be paid in equal quarterly installments at the end of each quarter from the date of completion of the warranty subject to satisfactory services rendered as specified in the bid document and the resultant contract as per the rates quoted in the price schedule.

ii) During the warranty period the maximum time for maintenance complaint from any of the destinations the schedule Service level Agreement will be applicable as specified below.

Sl. No.	Services	Time limit and penalties
1	Service support should be available on all the working days of the Government	Sundays and General Holidays exempted
2	Time limit for servicing the Laptops.	Within 04 Days
3	The time taken for servicing will be calculated from the time the Laptops is brought to the service station after logging the call, to the time the issue is resolved. Government holidays will be excluded.	
4	Penalty clause for of delay in Service	a. Up to seven days- Rs. 300/- day b. Next seven days (i.e. 8th day-14th day)- Rs. 500/day c. Next seven days (i.e. 15th day to 21st day)- Rs. 800/day d. After 21 days -10% of value of the equipment upon crossing of 21 days at any point of time and same will result in forfeiture of bank Guarantee to the same extent. For example, if a laptop is priced at Rs 20000 and after 21 days also the matter falling under the warranty is not attended to then Rs 2000 shall stand forfeited from the PBG.
5	If the vendor fails to service/replace the Laptops even after 30-days of period from date of informing the defect/issue/	An amount equivalent to double the quoted/accepted price of the Laptops will be charged to the vendor.

The vendor needs to provide the following services:

a) The vendor is also required to provide a toll-free number with adequate lines so that the Beneficiaries report complaints about non-functioning of Laptops.
b) The vendor shall have service centers in **Bengaluru** and each of these service centers must be staffed sufficient number of staff. The supplier shall provide the contact numbers of the Service Stations to the beneficiaries.
c) It is expected that the average downtime of the system will be less than half the maximum downtime (i.e defined as number of days for which an item of the Laptops is not usable because of inability of the supplier to repair it) as mentioned in the form of technical details. In case an item is not usable beyond the stipulated maximum downtime, the supplier will be required to arrange for an immediate replacement of the same till it is repaired. Failure to arrange for the immediate repair/replacement will be liable for a penalty of Rs 100/- per day per item. The amount of penalty will be recovered from the performance security guarantee during warranty period.
d) The purchaser reserves all rights to terminate maintenance and repair contract after warranty period at any time without assigning any reason and supplier cannot claim any compensation in this respect.

4. Terms of Payment: -

The payment terms shall be as follows:

a) No advance payment shall be paid for the supply of laptops.
b) The Bidder should submit the following documents for payment Deputy Chief Information Officer, BBMP IT:
   1. Original invoice
   2. Original Delivery Challan. (Seal & Signature)
   3. Original installation report (Seal & Signature)
   4. Relevant Photos.

c) Payment shall be processed in full on receipt of the above documents and any outstanding amount due from the bidder will be deducted from the bills.
d) BBMP IT Department is entitled to make recoveries of GST, TDS and penalties, excess payment and applicable taxes from bidders' invoice if lawfully needed.
e) In case of any change in rate of applicable GST, the difference of tax will be absolved by BBMP Health Department.
f) The bidder shall submit completion certificate in proper manner required by this office. Incomplete submission of completion certificate will delay the payment.

Note: The above reports shall be duly signed with seal and signature of the authorized person where the hardware is delivered / installed. (The documents shall be signed by the respective Head of Department).

5. Litigation

a) Amicable Settlement: -

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or the interpretation thereof.

b) Dispute Settlement: -

Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement to the Chief Commissioner, Bruhat Bengaluru Mahanagara Palike whose decision shall be final.

6. Termination of contract: -

BBMP IT Department reserves the right to cancel the contract placed on the bidder if:

a) The bidder commits breach of any of the terms and conditions.

b) The bidder goes into liquidation voluntarily or otherwise.

c) The service is found unsatisfactory during the warranty period.

d) The bidder supplies counterfeit / fake items.

e) The OEM terminates the contract with bidder.

f) The bidder wins the contract by misrepresenting facts relating to documents submitted for evaluation.

Section–5

General Tender Conditions

Clause-1: Bruhat Bengaluru Mahanagar Palike, hereinafter called the "BBMP" invites tenders through the Karnataka Public Procurement Portal from specialized and eligible bidders for providing 3840 laptops as per specifications in **Annexure – 1.**

Clause-2: Neither the bidder nor the OEM should have been blacklisted by any Government / PSU / Banking organization in India.

Clause-3: Each bidder should submit only one tender.

Clause-4: The bidder shall be responsible for all the costs associated with the preparation, submission and opening of tenders.

Clause-5: The tenders shall remain valid for a period not less than 180 days after the date of opening of tenders. If a bidder withdraws his tender during the validity of the tender, then the EMD shall be forfeited.

Clause-6: At any time prior to the date and time of submission of the tenders, the Employer may issue any amendment to this tender document.

Clause-7: The bidders shall quote in Indian Rupees and the quoted price shall be inclusive of all taxes, duties, statutory levies, supplying, installing, commissioning, freight and forwarding. Any Change in the quoted price is not allowed after the submission of the bid.

Clause-8. Pre delivery and post-delivery inspections.

As and when the laptops are ready for shipment, the second party should inform the first party in writing. The second party agrees to get testing of 100% Laptops from a third-party agency as decided by the first party at the second party`s own expenses which includes travel expenses and inspection charges. 100% Laptops will be tested during the pre-delivery inspection by the agency identified by the first party. After distribution of Laptops to the beneficiary, the supplier has to provide service in case of any Hardware or Software issues found during the warranty period as per the Warranty Terms.

Clause-9: Earnest Money Deposit (EMD): -

- The Bidders shall submit, along with their Pre-qualification cum Technical Bid, Bid security or **EMD of Rs. 20,00,000/- (Rupees Twenty Lakh Only).**
- Unsuccessful bidders' Earnest Money Deposit will be refunded as promptly as possible as but not later than 45 days after the expiration of the period of tender validity prescribed.
- The bid security is required to protect the BBMP against the risk of Bidder's conduct, which would warrant the security's forfeiture. No interest will be payable by the BBMP on the amount of the Bid Security. The bid security may be forfeited if a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
- The Service Provider shall, as part of its tender, pay the Earnest Money Deposit as specified.
- The Earnest Money Deposit is required to protect the Department against the risk of the firm's conduct which would warrant the security's forfeiture.
- The successful bidders Earnest Money Deposit will be refunded upon the bidder signing the Contract and furnishing the performance security.
- Earnest Money Deposit (EMD) will be forfeited:
    - If the bidders withdraw their tender during the period of tender validity specified by the Department or
    - In case of the successful bidder, if the bidder fails:

      (i) To sign the Contract.

      (ii) To furnish performance security.

Clause-10: Pre-Bid Meeting (PBM):

BBMP IT Department shall make best efforts to respond to any request for clarification for the Tender Document to the prospective bidders. Such requests are to be made in writing or through mail and are to be received by Department at least 1 working days before the Pre-Bid Meeting as per the date and time mentioned in the Schedule. The clarification will be uploaded in e-portal itself after the pre-bid meeting.

Clause-11: Submission, Receipt and Opening of Bids Timeline: -

The Original proposal shall be uploaded in the Karnataka Public Procurement Portal of Government of Karnataka on or before the due date. Tentative dates are mentioned in the Tender Schedule. Any changes in the schedule will be intimated in the e-Portal itself. Separate Communication will not be done; hence, bidders are requested to go through Karnataka Public Procurement Portal of Government of Karnataka (https://kppp.karnataka.gov.in) on regular basis.

Clause.12: Unresponsive Bids: -

Bids with incomplete documentation will be treated as non-responsive and summarily be rejected. Bidders are hereby directed to ensure that all documentation/supporting documentation including documentary evidence in support of qualification criteria, testimonials, etc., are complete and submitted as part of the Bid.

Clause.13: Bid Format: -

The tender is of Two Bids Proposal which consists of Technical and Commercial bids - to be submitted separately by the bidder on or before the specified date and time in Karnataka Public Procurement Portal in relevant fields only. No manual submission is permitted and uploading of commercial bid in any other format is not permissible. Manual submission / uploading commercial bid in any other formats are liable for rejection.

Clause-14: Bid Evaluation: -

The Commercial bids of technically qualified bidders will be opened in the Karnataka Public Procurement Portal as per the Tender schedule. The L1 bidder selection will be based on the lowest quote.

Clause-15: Award of Contract: -

The contract will be awarded to the successful L1 Bidder whose Bid has been determined to be substantially responsive, with reasonableness and the Best Value Bid. However, the decision of IT Department, BBMP is final in this regard.

- BBMP IT Department is not liable or responsible for any error/ problem that may be faced while uploading bid in Karnataka Public Procurement Portal, online failure, or any other reasons.
- BBMP IT Department reserves the right to cancel the tender for any reasons.

Clause-16 : Debarment/Black listing:

The BBMP reserve the right to black-list debar any bidder/supplier due to any act of omission or commission or fraudulent act indulged or caused to be indulged by such bidder/supplier in the course of bidding process and/or in the execution or performance of any contracts which may be awarder to the bidder/supplier pursuant to the tender provided however, that the department shall be obliged to allow on opportunity of being heard to such bidder/supplier before any order of black-listing/debarment could be passed any such order of black-listing/debarment that may be passed by the department shall be without prejudice to other rights of actions available to the department against the bidder/supplier under the tender terms & conditions.

ANNEXURE–1

Minimum Technical Specifications for Laptop
(Submit on Letter head)

Sl. No	Parameter	Specifications as per Tender
1	**Processor**	*X86 based processor Intel (11th generation or above) or AMD Processor, with min base clock frequency of 2.3 GHz, Dual Core, 4 MB cache or equivalent or higher
2	**Chipset**	Compatible Chipset.
3	**Motherboard**	OEM Motherboard with hardware TPM 2.0 or higher
4	**Display**	14.0" HD, Anti-glare, LED backlight display or higher
5	**RAM**	8 GB DDR4 or Higher expandable up to 16 GB
6	**Hard Drive**	512 GB SSD with minimum 4000 MB/second read and 3000MB/second write speed.
7	**Audio**	Integrated HD Audio with Stereo Speakers
8	**Laptop Casing**	Strong hinges with PC/ABS Casing for longer durability and stability for good quality support structure
9	**WLAN**	Wireless LAN 802.11 b/g/n with Bluetooth 4.0 or higher
10	**Network interface**	Integrated Gigabit Ethernet (10/100/1000 Mbps) (Optional)
11	**Graphics Controller**	Integrated Intel/AMD HD Graphics
12	**Keyboard & Touch pad**	Standard Keyboard with Touch pad with Multi Gesture Support
13	**Interfaces**	1 USB Type C, 2 USB 3.0, VGA/HDMI/Display, Ethernet (RJ- 45), combo audio/microphone jack
14	**Battery**	Integrated Battery with Minimum 4 Hours Backup or Higher
15	**Webcam & Fingerprint**	Integrated HD Webcam, Integrated Fingerprint Reader (Optional).
16	**Security Features**	Power-on password, Hard Disk Password, Supervisor Password, Lock Slot
17	**OS**	Preloaded Microsoft Windows 10 Home
18	**Weight**	Less than 2.0 Kg including battery
19	**Certifications**	For Laptop-Windows 10 FCC, Energy Star, BIS For OEM: ISO 9001, ISO 14001 or latest
20	**Accessories**	With required accessories, connecting cables and AC Adaptor should be supplied along with Backpack.
21	**Antivirus**	Pre-Loaded with Latest version of Antivirus Symantec/MacAfee/eTrust/ Kaspersky/ eScan/Trend Micro Microsoft Defender with 3 Years License
22	**Warranty**	1 Years onsite comprehensive warranty & 1 year Battery
23	**Certifications**	Energy Star 8.0, EPEAT Silver India Registered, ROHS Compliance & BIS for Product. ISO 9001, ISO 14001 or latest OEM should be amongst the TOP 3 Vendors for commercial Laptop products as per IDC report in India for the last three consecutive quarters. Copy of the IDC report needs to be submitted along with the Technical Bid
24	**Software**	MS Office or Open Office

ANNEXURE–2

Commercial Bid Format for Laptops

Sl No.	Item	Qty Nos	Cost Per Unit Rs	GST Rs	Total Cost Per Unit Rs	Total Bid Value Rs. (3x6)
1	2	3	4	5	6	7
1	Laptops	3840				

Note: The above rates are inclusive of transportation, taxes, any other incidental and installation etc charges.

(Signature)
Name &Designation
Seal of Office

ANNEXURE-3

Format For Experience / Turnover Information

(To be certified by Chartered Accountant)

Total turnover of the bidder during the preceding 3 years

Financial year	Details of Laptops / Desktops Sold	Turnover in INR (Rs. In Lakhs)
2021-22		
2022-23		
2023-24		

Note:

Provisional / Draft Turnover Certificates will not be entertained. All such will be rejected.

UDIN:

Seal and Signature of the Authorized person

Note:

Bidder shall upload documents supporting the information furnished as per **Annexure-3** along with Index and summary in excel, year wise as per below format.

Year:

Sl. No	Work Order No	Date	Details of Product supplied	Supplied To	Amount in Rs
1	2	3	4	5	6

ANNEXURE-4

Manufacturer Authorization Form (MAF)

(To be submitted in OEM Letterhead)

Ref No. **Dated: __-__-2025**

To:

The Deputy Chief Information Officer-IT,
Second Floor, Annex-2 Building,
NR Square, BBMP,
Bengaluru – 560002
Email: dcio-it@bbmp.gov.in
Ph: 9480688000

Dear Sir /Madam,

Sub: Supply of laptops for BBMP IT Department for Welfare Department.

We authorize M/s XYZ Limited, Bengaluru to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We hereby extend our full guarantee and warranty as per terms and conditions of the tender and or the contract for the equipment and services offered against this invitation for tender offer by the M/s XYZ Limited, Bengaluru.

We hereby commit to the tender terms and conditions and will not withdraw our commitments during the process during the contract including warranty period.

In case, this authorized bidder during the warranty period fails to extend the required technical support for any reason as per the tender terms, we are submitting an undertaking that as an OEM, we shall take over the responsibilities unconditionally.

Yours Faithfully,

Seal and Signature

Of the Authorized Person

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. The documents authorising the competent person for sign Power of Attorney as applicable shall be attached by the tender along with format.

ANNEXURE-5

COMPANY CONTACT INFORMATION FOR COMMUNICATION
(To be submitted in Letterhead)

THIS INFORMATION IS NEEDED IN CASE IT IS FOUND NECESSARY TO COMMUNICATE REGARDING THIS TENDER

SL. NO.	DESCRIPTION	DETAILS
1	Business Name of the company and its Registered office Postal address	
2	As incorporated in other tenders, alternate address of company/ bidder	
3	Name of the authorized Representative and designation who is uploading this RFP tender bids	
4	(a) E-mail- id (b) Alternate email –id	
5	(a) Contact Number (b) Alternate contact number	
6	Bidder / OEM shall enclose Information of the Corporate/ Regional/ authorized service centres **in Bengaluru** list as per clause 8 of Section 3 (Additional Sheet shall be enclosed endorsing the Address and Contact Details of each Centre)	

Seal and Signature of
the Authorized Person

ANNEXURE-6

TENDER FORM

(To be submitted in Letterhead)

Tender Reference number: Date :

From,

To,

Sir,

Having examined the Tender Documents including Addendum ……., the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the goods as per tender conditions and provide service in accordance with said tender documents and the rates uploaded in the KPPP Portal is made part of this tender.

We undertake, if our tender is accepted, to deliver the goods and service in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this tender for the Tender validity period specified in RFP and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand that you are not bound to accept the lowest or any tender you may receive.

We clarify/confirm that we comply with the eligibility requirements as per tender documents.

Dated this……day of 2025.

(signature)

ANNEXURE-7

Undertaking on Being Not Black-Listed
(To be submitted in Stamp paper)

This is to certify that <<COMPANYNAME>> is not blacklisted by the Government of Karnataka or any of its agencies for any reasons whatsoever and the bidder should not be blacklisted by Central / any other State/UT Government or its agencies for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices as on the 30.12.2024. I further understand that the disqualification in this regard will be attracted in case of such a block-listing is there as on the date of technical evaluation of this bid.

Company Secretary /
Authorized Signatory
Name of Signatory:
Bidder Name: Date
Place

ANNEXURE-8

Undertaking on litigation (s)

(To be submitted in Letterhead)

This is to certify that << COMPANY NAME >> is not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this RFP.

Company Secretary /
Authorized Signatory
Name of Signatory:
Bidder Name: Date
Place

ANNEXURE-9

EMD Declaration

(To be submitted in Letterhead)

I, hereby submit a declaration that the tender submitted by the undersigned, on behalf of the tenderer. ..... (Name of the Tenderer), shall not be withdrawn or modified during the period of validity or extended period of validity.

I, on behalf of the tenderer. ..... (Name of the Tenderer), also accept the fact that in case the tender is withdrawn or modified during the period of its validity/extended validity period or if we fail to sign the contract in case the contract is awarded to us or we fail to submit a Performance Bank Guarantee and Additional Performance Security, if any, before the deadline fixed in the Tender Document, then.....(name of the tenderer) will be debarred for participation in the tendering process for the Procurements of this Procurement Entity for a period of one year from the date of default and the EMD shall stand forfeited.

(Signature of the Authorized Signatory, Official Seal)

CHECKLIST OF DOCUMENTS TO BE SUBMITTED BY BIDDERS

(To be submitted in Letterhead)

IMPORTANT NOTICE: The following checklist of documents should be submitted by the bidder in the tender. The following list is only an illustrative list and not the complete list of documents. Bidders may please note that, in case one or more documents as required in the tender document are not submitted in the tender, as per the format mentioned in the tender document and in clear & readable format, before the tender due date and time, then the tender submitted by the bidder shall be liable for outright rejection. The purchaser shall not accept any document which have not been uploaded before the tender due date and time. Therefore, the bidders are requested to read the tender document carefully and submit/upload the complete list of documents as required in the tender document.

Indent No. _____ Date: ___/___/_____

SL No	Details	Submitted (Yes / No)
1.	Earnest Money Deposit (EMD)	
2.	GST Registration Certificate	
3.	Annual Turnover for the past three year as per format 2022-23, 2023-24, 2023-24	
4.	Annexure-1: Technical Specifications for Laptops	
5.	Annexure-3: Format for Experience / Turnover Information	
6.	Annexure-4: Manufacturer Authorization Form (MAF)	
7.	Annexure-5: Company Contact Information for Communication	
8.	Annexure-6 : TENDER FORM	
9.	Annexure-7 : Undertaking on being Non-Black listed	
10.	Annexure-8: Undertaking on Litigation (S)	
11.	Annexure-9: EMD Declaration.	
12.	Manufacturing License	
13.	50% Performance statement to be submitted by dealer / authorized agent as per proforma.	
14.	Proof of 50% performance (Supply orders or invoice copies) to be submitted by dealer / authorized agent	
15.	End user certificate	
16.	Technical literatures of the quoted model	
17.	Technical Compliance statements	

SL No	Details	Submitted (Yes / No)
18.	Standard certificates like ISO or any other certificates required as per the tender document	
19.	PROFORMA OF SELF DECLARATION FOR BORDER SHARING OR NOT SHARING BY BIDDERS	
20.	Any other documents as mentioned in tender document	

Date: Signature:

Place: Name:

Company Seal: Designation: